

SHIFT DIFFERENTIAL

Policy:

It is the policy of the Adjutant General's Department to establish the time and duration of working hours as required by work load and production flow, customer service needs, the efficient management of human resources, and any applicable law and to comply with State and Federal minimum wage, overtime, recordkeeping, and other requirements.

Comment:

- (1) The normal work week for time keeping purposes is Sunday through Saturday, beginning and ending at midnight on Saturday, and consisting of forty hours.
- (2) The Adjutant General's Department has established the normal day shift (referred to as 1st shift) as 5:30 a.m. to 5:30 p.m. Normal day shifts must fall entirely within those specified hours.
- (3) A shift differential will be paid to non-exempt employees whose regularly established work shifts begin before or end after the designated 12-hour period of 5:30 am to 5:30 pm. For example, an employee who is regularly scheduled for and works from 2:00 p.m. to 10:00 p.m. will be paid shift differential for their entire work shift.
- (4) Shift differential shall not be paid for the following instances:
 - (a) When an employee is on any type of leave or holiday;
 - (b) When the employee works unscheduled hours before or after a normal day shift;
 - (c) When an employee is working during the day shift;
 - (d) When regularly scheduled 2nd or 3rd shift employees work a partial shift during the day shift;
 - (e) When an employee works an "irregular or occasional" shift that begins before or ends after the designated 12 hour period covered by shift differential.*If an employee's schedule is changed to a shift that begins before or ends after the designated 12 hour period covered by shift differential for a period of one or more full work weeks (Sunday – Saturday), he/she would be eligible for shift differential during that period.
 - (f) When a regularly scheduled 2nd or 3rd shift employee works additional shift hours either before or after a "regularly scheduled" shift.
- (5) This policy does not pertain to Fire Fighters who work a 24 hour shift.